# SAMPLE

## DOCUMENT INVENTORY FORM - ETS

Name: J. DOE

Department: R&D

Office Location: Richmond, T#

Tel. Extension: x1111

Please provide estimates of ETS related records in each of the following:

| Subject/Category | Record Type | Quantity | Location | Medium | Time Period |
|---|---|---|---|---|---|
| Research (ingredients) | laboratory notebooks | 36" | my office T# | paper | 1992-93 |
| Research (basic) | statistical analysis | 12" | my office T# | paper | 1993 |
| Research Project X | presentation | 18" | shared files T#a | paper and transparencies | 1991 |
| Research | reports | 3 diskettes | secretarial station | 3-1/4" diskette | 1993 |

2054594107

Source: https://www.industrydocuments.ucsf.edu/docs/gkck0000